



## Commission Memorandum

**REPORT TO:** Honorable Mayor and City Commission

**FROM:** Brian LaMeres, City Controller  
Anna Rosenberry, Director of Administrative Services

**SUBJECT:** Accounts Payable Claims Review and Approval

**MEETING DATE:** January 9, 2017

**AGENDA ITEM TYPE:** Consent

**RECOMMENDATION:** The City Commission approves payment of the claims.

**BACKGROUND:** Section 7-6-4301 MCA states that claims should not be paid by the City until they have been first presented to the City Commission. Claims presented to the City Commission have been reviewed by the Finance Department to ensure that all proper supporting documentation has been submitted, all required departmental authorized signatures are present indicating that the goods or services have been received and that the expenditure is within budget, and that the account coding is correct.

**UNRESOLVED ISSUES:** None

**ALTERNATIVES:** As suggested by the City Commission.

**FISCAL EFFECTS:** The total amount of the claims to be paid is presented at the bottom of the Expenditure Approval List posted on the City's website at [http://www.bozeman.net/Departments-\(1\)/Finance/Purchasing](http://www.bozeman.net/Departments-(1)/Finance/Purchasing)

Individual claims in excess of \$100,000: to be announced in weekly e-mail from Accounts Payable Clerks Jenna Louttit and Marcy Yeykal.

Attachments: Expenditure Approval List (e-mailed) and posted on the City of Bozeman's website at [http://www.bozeman.net/Departments-\(1\)/Finance/Purchasing](http://www.bozeman.net/Departments-(1)/Finance/Purchasing)

Report compiled on: January 03, 2017